

## **VI. REQUIREMENTS FOR STATE TESTING**

- A. Read each item verbatim, providing an explanation for each and answering any questions the students may have.
- B. A copy of the requirements must be included in the Student Information Package.
- C. Upon completion, read aloud the statement on the agreement page of the Student Information Package and have the student sign appropriately.

## **VIRGINIA OFFICE OF EMERGENCY MEDICAL SERVICES REQUIREMENTS FOR STATE TESTING**

1. You must satisfy all items contained in "Course Expectations for Successful Completion."
2. Successful completion of #1 above as evidenced by a completed "Virginia EMS Certification Application," signed by the Course Coordinator or a "Letter of Testing Eligibility" from the Office of EMS.
3. Hold current CPR credentials from an Office of EMS approved course as evidenced by a current card or copy of the roster submitted to the respective agency. The CPR certificate must indicate successful training in adult, infant, and child airway maneuvers and CPR.
4. Testing for initial certification must be begun within 180 days of the course's end date.
5. Pass/Fail: Students must demonstrate proficiency on all practical stations.
6. Practical Retest Policy:
  - i. Grades of UNSATISFACTORY in any critical area within a single practical station will constitute failure of the station, requiring a retest.
  - ii. Failure of one or more stations on the practical constitutes failure of the practical exam. All practical stations failed must then be retested at another test site.
  - iii. Students attending another test site to retest must provide the Program Representative or Certification Examiner with all necessary documents provided by the Office of EMS, explaining which parts of the written or practical need to be retested.
  - iv. Failure of any retest will constitute total failure of the practical exam series and will require completion of the retest procedures listed below prior to being permitted to take the written and practical examinations again.
7. Written Examinations
  - a. Once the written exam has begun, no student will be allowed to leave and return. (Other than for rest room) Any student who does leave will have their exam scored for only the questions completed prior to departure.
  - b. Exam Scores: The Office's standard for successful completion is that the student must obtain a minimum score of 70 on the final standardized examination.
8. Oral testing will not be permitted on written examinations. The use of any electronic or

mechanical device which translates the written exam material into an audible or tactile format of any type is not permitted, but the use of normal corrective lenses is allowed.

9. Students successfully completing all requirements for state certification will be mailed a certificate with attached pocket card at the conclusion of the training program.

#### 10. General Testing and Retesting Policy

- a. A certification candidate may have up to two series of state certification examinations before being required to repeat an entire BLS or ALS certification program.
- b. A certification candidate failing the written or practical certification examination of an exam series must retest within 90 days from the date of the initial test in that exam series.
- c. A certification candidate failing a practical examination but passing the written examination of an exam series must only repeat the practical examination of an exam series. A certification candidate failing the written examination but passing the practical examination must only repeat the written examination for the exam series.
- d. A certification candidate who has failed the retest of the initial examination series or has not taken the retest within the 90 day retest period, must satisfy the following before an additional certification test may be attempted:
  - i. Completion of the recertification CE hour requirements for the level to be tested.
  - ii. Receipt of a "Second Certification Testing Eligibility Notice" from the Office of EMS.
- e. A certification candidate who has received a "Second Certification Testing Eligibility Notice" must pass both the written and practical certification examinations for the certification level.
- f. A certification candidate who fails a retest during the second certification examination series must complete an initial certification program or applicable bridge course in order to be eligible for further certification examination.
- g. A certification candidate must complete all certification examination series within 12 months from the date of the first certification examination attempt. This 12-month maximum testing period may shorten the time available for retesting specified in subsection B of this section.